

## **Procedures for Adding External Collaborators**

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This document outlines procedures and guidelines for submitting an External Collaborator application. In so doing, it also adds detail to the meanings and expectations of External Collaborator status.

The category of “External Collaborator” is defined in the DES Membership Document as follows: “This category includes senior scientists from non-DES institutions who can provide the Collaboration with either special expertise or access to resources that would not otherwise be available to the Collaboration, such as access to private telescopes. It may also include participants who move to a non-DES institution before finishing the science projects on which they were working. In either case a Collaborating Institution must sponsor the scientist by an application to the Membership Committee. In the former case the special expertise and resources should be closely coupled to a specific DES infrastructure task. If the Management Committee admits the scientist as an External Collaborator he or she will be granted limited access to DES Data for specific science projects.”

To define suitable procedures, we distinguish four categories of External Collaborator (EC) applications:

**Continuing EC Application:** for a DES participant (who has not earned personal data access or Builder status) who is moving to a non-DES institution to finish science projects on which he or she is already working.

**Standard EC Application:** describing a proposed collaboration that is tightly focused and limited in scope, typically covering participation in a single paper or a short series of papers.

**Broad-Scope EC Application:** for proposed collaborators who would make a major technical contribution to DES, e.g., infrastructure or tools for science analysis, in return for participating in a broader range of science projects.

**Renewal EC Application:** for extension of a previously approved external collaboration to a new DES data set.

The format of these applications is described below. In all cases, EC applications should be submitted by e-mail to the Chair of the Membership Committee and cc'ed to the Science Committee co-chairs.

After receiving an application, the Membership Committee will consult with the relevant Working Group(s) (hereafter WGs). Applications will generally be circulated to the e-mail lists of these WGs for feedback. The Membership Committee then makes a recommendation to the Management Committee, which has the final say on any application.

All applications must specify the duration of the proposed external collaboration. Typically, this is best specified by stating what pre-publication data set will be used in the project and covered by the application, e.g., the DR1 data set or DR3 data set. In unusual cases, the proposed duration may be through the completion of DES. In typical cases, external collaborations should be proposed to cover early access to the next public-release data set, with renewal applications submitted for subsequent data sets where appropriate. All external collaborations may be subject to periodic review by the Science Committee.

### **Continuing EC Application**

The application should be submitted by the participant requesting EC status. If the participant is a postdoc or student, then the application should be submitted jointly with his/her advisor.

The application should specify:

- The name(s) of the project(s) for which the applicant is requesting EC status.
- A brief description of the project(s).
- The work that the applicant has done to date on this project or projects.
- The duration of the proposed collaboration and the data set to be used.
- An estimated timeline for completion of the project(s) and submission of paper(s).
- Any additional information useful in justifying the proposed collaboration. This could include, for example, description of the participant's contributions to DES to date.

### **Standard EC Application**

The application should be submitted by the lead scientific collaborator(s) at the sponsoring DES institution(s).

The application should specify:

- The name of the project for which the applicant is requesting EC status. While one project may involve multiple publications, distinct science investigations should be the subject of separate EC proposals. An application for a single project can cover multiple individuals.
- Names, institutions, and contact information for all those who would be covered by the proposal, including any students and postdocs working with the applicant or applicants. (Note: this would require a revision of the Membership Policy, which states that “The data rights and the number of post-docs and students that an External Collaborator may bring to his or her particular project shall be defined in the candidate’s application after it is accepted by the Management Committee.” The Membership Committee

believes it is important to have this information when the application is initially considered.)

- The WG or WGs within which the proposed project falls. Where this is not obvious, make the closest choice available.
- A brief description of the project.
- CVs of senior members of the proposed EC team.
- A description of the expertise and resources that the proposed collaborators would bring to the project. A proposed external collaboration should enable the DES team to undertake and publish a scientific investigation that it would not otherwise complete before public release of the data. Applications will be evaluated against this criterion.
- Duration of the proposed collaboration.
- Requirements for access to data or to other non-public DES resources. The application should specify what level of access (if any) to pre-publication data is required and how it will be provided.
- Anticipated publication or publications from the collaboration. While such a description will necessarily be uncertain at the outset of a project, the application should give some indication of the anticipated content and number of publications from the collaboration.
- Any other information relevant to evaluating the proposal.

### **Broad-Scope EC Application**

These applications can describe a more general science area in which the proposed EC would participate, rather than a single focused project. The threshold for these applications is considerably higher, since broad-ranging access will generally be granted to a non-participant only in the case of a major technical contribution that significantly improves the DES data set or enables a range of science projects that could not otherwise be undertaken by the DES collaboration. Applications in this category will necessarily be special-case, and iteration may be required to define the scope of the proposed contribution and science participation.

The application should be submitted by the lead scientific collaborator(s) at the sponsoring DES institution(s). The application should specify:

- A title for the proposed contribution and collaboration.
- Names, institutions, and contact information for all those who would be covered by the proposal, including any students and postdocs working with the applicant or applicants.
- A thorough description of the proposed contribution that justifies a broad-scope external collaboration. If appropriate, the proposed contribution can be summarized in the application and detailed in a supporting document.
- CVs of senior members of the proposed EC team.

- A description of the science areas in which the proposed ECs would collaborate and of the intended scope of their participation. Indicate which WG or WGs are involved.
- Duration of the proposed collaboration.
- Requirements for access to data or other non-public DES resources. The application should specify what level of access (if any) to pre-publication data is required and how it will be provided.
- Any other information relevant to evaluating the proposal.

### **Renewal EC Application**

These applications are for extension of an external collaboration beyond the originally proposed duration.

The application should be submitted by the lead scientific collaborator(s) at the sponsoring DES institution(s). The application should include a copy of the originally approved application and should additionally specify:

- Results that have come from the collaboration to date.
- Justification for the renewal.
- Duration of the renewal.
- Any changes in the team of external collaborators or the scope of the collaboration.